

# WORKPLACE VIOLENCE PREVENTION PROGRAM for Romoland School District

Romoland's Workplace Violence Prevention Plan (WVPP) addresses hazards known to be associated with the four types of workplace violence defined by Labor Code (LC) section 6401.9.

Date of Initial Adoption: 7/1/2024

Date of Last Revision(s): N/A

## DEFINITIONS

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - Aspects of the built space or devices that remove a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by LC section 6401.9.

**Plan** - The workplace violence prevention plan required by LC section 6401.9.

**Serious injury or illness** - Injury or illness occurring at or in connection to place of employment requiring inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, loss of an eye, or any serious permanent disfigurement. Does not include injury, illness or death caused by an accident on a public street/highway, unless accident occurred in a construction zone.

**Threat of violence** – A verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - An act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against an employee resulting in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, students, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules used to effectively reduce workplace violence hazards.

## RESPONSIBILITY

The WVPP administrator, John Murray, Chief Personnel Officer, has the authority and responsibility for implementing the provisions of this plan for Romoland School District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
John Murray	Chief Personnel Officer	Overall responsibility for the plan; <i>Approves the final plan and any major changes.</i>	(951) 926-9244	jmurray@romoland.net
Vanessa Rodriguez	Director of Classified Personnel	Responsible for employee involvement and training; Organizes safety meetings and trainings and handles reports of workplace violence.	(951) 926-9244	vrodriguez@romoland.net
Matthew Valdivia	Director of Pupil Services	Responsible for employee involvement and training; <i>Organizes safety meetings, updates training materials, and handles reports of workplace violence.</i>	(951) 926-9244	mvaldivia@romoland.net
Jon Parham	Director MOTF	Responsible for emergency response, hazard identification; <i>Conducts safety inspections..</i>	(951)926-9244	jparham@romoland.net

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

## EMPLOYEE ACTIVE INVOLVEMENT

Romoland School District used the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - o Identifying, evaluating, and determining corrective measures to prevent workplace violence through quarterly school and district safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate, and develop potential corrections. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
  - o Designing and implementing training with employees providing suggestions regarding training materials through participation in school site and district safety committee activities.
  - o Reporting and investigating workplace violence incidents by requiring employees to report incidents of workplace violence in order for management to conduct investigations into all workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow workplace violence prevention plan directives, policies, and procedures, and

assist in maintaining a safe work environment as noted in this plan, collective bargaining unit agreements and Romoland School District Board policies.

- The plan shall be in effect at all times and in all work areas and responses to the hazards as seen through corrective measures will be specific for each work area and operation.

## **EMPLOYEE COMPLIANCE**

Romoland School Districts system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure by not engaging in threats or physical actions which create a security hazard for others in the workplace, include:

- Training employees, supervisors, and managers in the provisions of Romoland School District Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognize safe work practices that promote the WVPP through staff notifications such as email and in person at staff meetings.
- Employees failing to comply with the WVPP will be subject to the employee discipline policies outlined in the respective collective bargaining agreements.

## **COMMUNICATION WITH EMPLOYEES**

Open, two-way communication between management, staff, and other employers about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
  - Provide staff with the WVPP through the annual staff handbook.
  - Presenting information to staff at regular staff meetings and through the safety committee.
- Posted or distributed workplace violence prevention information.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse actions.
  - Employees can anonymously report a violent incident, threat, or other violence concern. These reports can be made to the school site principals, the Chief Personnel Officer, or anonymously through the receptionist at the district office.
  - Each district site will provide contact information for who to call for emergency response. The contact information will be posted at each district work site.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and corrective actions to be taken. A written response will be provided for any written concerns presented to the district.

- Updates on the status of investigations and corrective actions to complainant through email and/or individually at meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Updates during quarterly safety committee meetings to discuss the plan and updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.
- Sharing training materials and incident reports with other school sites and the district safety committee to ensure a coordinated response to any incidents.

## **COORDINATION WITH OTHER EMPLOYERS**

Romoland School District will implement the following effective procedures to coordinate implementation of its plan with all school sites and other employers to ensure that all managers, other employers, and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At multiemployer worksites, Romoland School District will ensure that if its employees experience a workplace violence incident that Romoland School District will log the violent incident and shall provide a copy of that log to other employer.

## **WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

Romoland School District will implement the following effective procedures to ensure an appropriate response to a violent incident:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. If that's not possible, employees will report incidents directly to the WVPP administrator, Chief Personnel Officer.
- Workplace violence reporting form.
- Employees can report incidents to their supervisor, HR, or anonymously through the district office receptionist at (951) 926-9244.

A strict non-retaliation policy is in place, and instances of retaliation are dealt with swiftly and decisively following district Board policies and collective bargaining unit agreements.

## **EMERGENCY RESPONSE PROCEDURES**

Romoland School District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following.

Alarm systems and PA announcements will be used to alert employees of emergencies.

- Romoland School District has evacuation or sheltering plans for each site.
- Directions on how to obtain help from staff, management, or law enforcement includes contact information for response staff and local law enforcement and are posted in common areas.

Posted information for emergency contacts utilize the following format:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email

## WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the Romoland School District to ensure that workplace violence hazards are identified and evaluated:

- Reviews shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted and reported concerns of potential hazards on a weekly basis and quarterly review of school site and district safety committee determinations.

### Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. Periodic Inspections shall be conducted biannually.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Jon Parham	District Locations
Kait Punzel	Granite Hills TK-8 School
Kristie Jackson	Ethan A Chase Middle School
Kristine Sherrett	Harvest Valley Elementary School
Heather Hiltz-Fitzgerald	Mesa View Elementary School
Estela Gomez	Romoland Elementary School
Mary Godoy	Boulder Ridge Elementary School
Lilly Ellefsen	Hillside Innovation Academy/ELOP

Inspections for workplace violence hazards include assessing:

- Exterior and interior of the workplace.
- Effectiveness of violence surveillance measures, such as mirrors and cameras.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of district radios, emergency buttons, and alarms.
- Access to outside telephone line and posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Effectiveness of escape routes from the workplace and designated safe areas where they can go in an emergency.

- Adequacy of workplace security systems, such as door locks.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger.
- Ability of management and employees to communicate with each other.
- Access to and freedom of movement within the workplace by non-employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## **WORKPLACE VIOLENCE HAZARD CORRECTION**

Workplace violence hazards will be evaluated and corrected in a timely manner. The Romoland School District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area and may include:
  - o Improved lighting around and at the workplace.
  - o Posting of appropriate signage.
  - o Utilize surveillance measures, such as cameras and mirrors.
  - o Provide workplace violence systems, such as door locks, physical barriers, and emergency alarms.
  - o Control the access to, and freedom of movement within, the workplace by non-employees.
  - o Systems to warn others of a violence danger or to summon assistance.
  - o Ensure employees have access to a telephone with an outside line and access to phone numbers for law enforcement, fire, and medical services.
  - o Adequate escape routes.
  - o Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
  - o Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
    - Recognizing and handling threatening or hostile situations that may lead to violent acts.
    - Ensure that reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management.
    - Improve how well our establishment's management and employees communicate with each other.

- Procedures for reporting suspicious persons, activities, and packages.
- Provide/review employee, supervisor, and management training on emergency action procedures.

## **PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident report will be used for all workplace violence incidents and will include information, such as:
  - The date, time, and location of the incident.
  - The workplace violence type(s) involved in the incident.
  - Detailed description of the incident including the circumstances at the time of the incident such as whether the employee was completing usual job duties, description of the work area, staffing levels, available assistance, working in a community setting, or working in an unfamiliar or new location
  - Classification of who committed the violence; a client/customer, family/friend of a client/customer, stranger with criminal intent, coworker, manager, partner or spouse, relative, or other perpetrator.
  - Location of the incident within the workplace, parking lot, or other area outside the workplace.
  - The type of incident, including, but not limited to, whether it involved any of the following:
    - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
    - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
    - Threat of physical force or threat of the use of a weapon or other object.
    - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
    - Animal attack.
    - Other.
  - Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the report, including their name, job title, who they reported to, and the date completed.
- Reviewing all previous incidents.
  - Other post-incident responses.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, email address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Romland School District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Romoland School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities for staff to ask questions of a person knowledgeable about the WVPP.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified



escape routes or locations for sheltering.

- Employee routes of escape.
- Post-event trauma counseling for employees desiring such assistance.

## **EMPLOYEE ACCESS TO THE WRITTEN WVPP**

Romoland School District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times.

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide access via the districts website for an employee to review, print, and email the current version of the written WVPP.

## **RECORDKEEPING**

Romoland School District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

## **EMPLOYEE ACCESS TO RECORDS**

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

## **REVIEW AND REVISION OF THE WVPP**

The Romoland School District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT

section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Romland School District's WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and district personnel.
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

## **EMPLOYER REPORTING RESPONSIBILITIES**

As required by California Code of Regulations (CCR), Title 8, Section 342(a), Reporting Work-Connected Fatalities and Serious Injuries, Romland School District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

"I, John Murray, Chief Personnel Officer of Romoland School District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."

Signature: \_\_\_\_\_

Date: \_\_\_\_\_.

## **Violent Incident Report**

This report must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

- Names
- Electronic or physical addresses and telephone numbers
- Social security and employee ID numbers

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

*Note: “Workplace Violence Type” and “Type of Incident” have separate requirements. For this part of the report, “Type of Incident” refers to the nature or characteristics of the incident, not the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Include classification of the person who committed workplace violence committed such as whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.

Circumstances at time of incident such as what was happening, location, whether the employee was completing usual job duties, the physical environment in which the employee was working, staffing levels, assistance that was available, or working in an unfamiliar or new location (attach additional sheets if necessary).

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Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

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- Were there any injuries? Describe.

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- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Explain.

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- Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

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This violent incident report was completed by:

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Reported To \_\_\_\_\_

Signature and Date \_\_\_\_\_